



Office of Human Capital Management

Organization of Health and Safety Fairs Process Guide (3.2.3.5)

Version 1.0

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Organization of Health and Safety Fairs

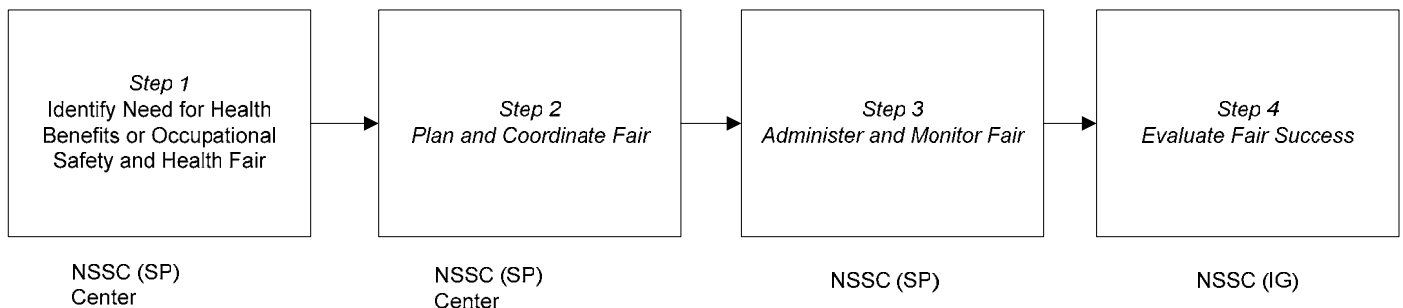
Introduction

NASA is proactive in ensuring that employees are well informed about both health benefits entitlements and availability, and occupational health and safety awareness issues. The Office of Personnel Management provides a health benefits 'open season' for Federal employees. This is generally an annual event, held in late Fall through early Winter of each year, enabling employees to sign up for health benefits or move from one health benefits plan to another. As current employees can not generally shift between health plans or enroll in the health benefits program, unless an approved life event has occurred, these open seasons are critical opportunities for employees. NSSC is responsible for publicizing this open season event, and for ensuring that employees are well informed about their health benefits options, understand open and closing dates for making health benefits changes, and have sufficient information to make informed benefits decisions.

NASA also values the importance of occupational health and safety awareness. NASA provides literature and articles on a continuing basis to its workforce. Additionally, Centers periodically plan for occupational health and safety awareness days to ensure that these very important issues are delivered effectively to employees. NSSC is responsible for providing administrative, planning, and logistical support for these events, and will work closely with the requesting Center to ensure that the event meets the Centers plans and requirements.

Process

Overview of Organization of Health and Safety Fairs



Roles and Responsibilities	Action	Tips
<p>Step 1</p> <p>NSSC (SP)</p> <p>Identify Need for Health Benefits Fair</p>	<p>The NSSC monitors the OPM website or other OPM releases to ensure that they are informed well in advance of a planned health benefits open season. Once an open season is announced by OPM, NSSC plans a health benefits fair coinciding with the open season period. The fair is intended to ensure that employees are fully informed before making any health benefits changes during the open season period.</p> <p>Output: OPM Open Season Period</p>	<p>NSSC should recognize that Open Season generally occurs at the same time every year and plan well in advance, in case OPM is late in announcing the open season dates.</p>
<p>Step 1</p> <p>Center</p> <p>Identify Need for Occupational Safety and Health Fair</p>	<p>Each NASA Center is responsible for determining if they want to hold an Occupational Safety and Health Fair and approximately when they would like the event to occur. The Center will develop requirements for the NSSC, describing when they desire the event, the approximate desired length, and the type of topics or activities that they would like the event to cover. Plans should be delivered to the NSSC 2 to 3 months before the Center plans to hold the event, depending on the desired length and complexity of the event.</p> <p>Output: Event plan/requirements</p>	<p>Occupational Safety and Health Fairs might be a 1 hour event or a full day event; advanced planning and requirements are critical.</p>
<p>Step 2</p> <p>NSSC (SP)</p> <p>Plan and Coordinate Fair</p>	<p><u>For the annual health benefits fair</u>, the NSSC plans and organizes the fair, ensuring that all available health plans are represented and that employees receive timely and comprehensive information to enable informed decision making. NSSC gathers and distributes all health benefits information/brochures prior to the opening of the fair. NSSC coordinates fair dates and logistics with Centers and publicizes the event in sufficient time and manner to assure employee participation. If the event occurs on-site (versus a web-based event), the NSSC is responsible for contacting the Health Benefits providers and handling all logistics necessary for administration of the fair, including travel, security for vendors; and facility and equipment requirements.</p> <p><u>For Health and Safety Awareness Fairs</u>, the NSSC works with the requesting Center to fully understand the Center plans and requirements. The NSSC contacts vendors</p>	<p>Health and Safety Fairs may be web-based events or on-site events. On-site events require substantially longer advanced planning time. NSSC will monitor web events to identify and correct errors or slow response times.</p>

Roles and Responsibilities	Action	Tips
	<p>and arranges for all activities and logistics needed to administer the Center plans, ensuring that Center requirements are met. The NSSC coordinates the fair agenda, dates and logistics with the Center, making adjustments as required to meet the Center's needs. The NSSC is responsible for travel and security coordination for vendors, and arrangements for facility and equipment requirements.</p> <p>Output: Health benefits fair dates and plans; Occupational Safety and Health fair dates, plans and agenda</p>	
<p>Step 2</p> <p>Center</p> <p>Plan and Coordinate Fair</p>	<p>For Occupational Health and Safety Awareness Fairs, requesting Centers work closely with the NSSC to ensure that the NSSC fully understands the Center plans and requirements, and to ensure that the planned agenda is aligned with the Center's fair goals. The Center will identify any recommended vendors, or activities, and provide appropriate contact information to the NSSC.</p> <p>Output: Coordinated Agenda and contacts</p>	<p>Centers should recommend vendors or other contacts; however, NSSC may use alternate sources.</p>
<p>Step 3</p> <p>NSSC (SP)</p> <p>Administer and Monitor Fairs</p>	<p>NSSC is responsible for the administration of each fair, ensuring that the fair occurs on time, that information is readily available and accessible, and that any system access is responsive to participants. NSSC will ensure that on-site events are set up and staffed appropriately, and address any issues that may arise during the event. At the conclusion of on-site events, the NSSC will send a Letter of Appreciation/Certification to participating vendors.</p> <p>Output: Responsive, accessible, timely information. Letter of Appreciation/Certification to Vendors</p>	<p>NSSC will be present at on-site events to ensure that each event runs smoothly, and will provide contact information for web events to ensure that employee questions are answered quickly and efficiently</p> <p>Be sure to record names and addresses of participants and also names of supervisors for sending letter of appreciation</p>
<p>Step 4</p> <p>NSSC (IG)</p> <p>Evaluate Fair Success</p>	<p>The NSSC provides a customer satisfaction survey to all fair participants. The NSSC (IG) evaluates the survey results, reports results to Centers and the NSSC SP, and works with the NSSC SP on any needed improvement activities.</p>	<p>Customer satisfaction responses will be analyzed and used to make improvements for future fairs.</p>

Roles and Responsibilities	Action	Tips
	Output: Customer Satisfaction survey results and analysis	

Metrics

Initiating Office/Entity	Deliverable (Output)	Receiving Office/Entity	Metric
Center	Occupational health and safety fair plans	NSSC (SP)	2 or 3 months in advance of event (2 months for <1/2 day; 3 months for full day events)
NSSC (SP)	Logistics details/publicity	Centers; Employees	2 weeks in advance of fair event
NSSC (SP)	Information/brochures	Centers	1 week in advance of fair
NSSC (SP)	Letter of Appreciation/Certification to vendors	Vendors	Within 2 days after conclusion of event
NSSC (IG)	Customer satisfaction results	Centers; NSSC (SP)	Within 2 weeks after event



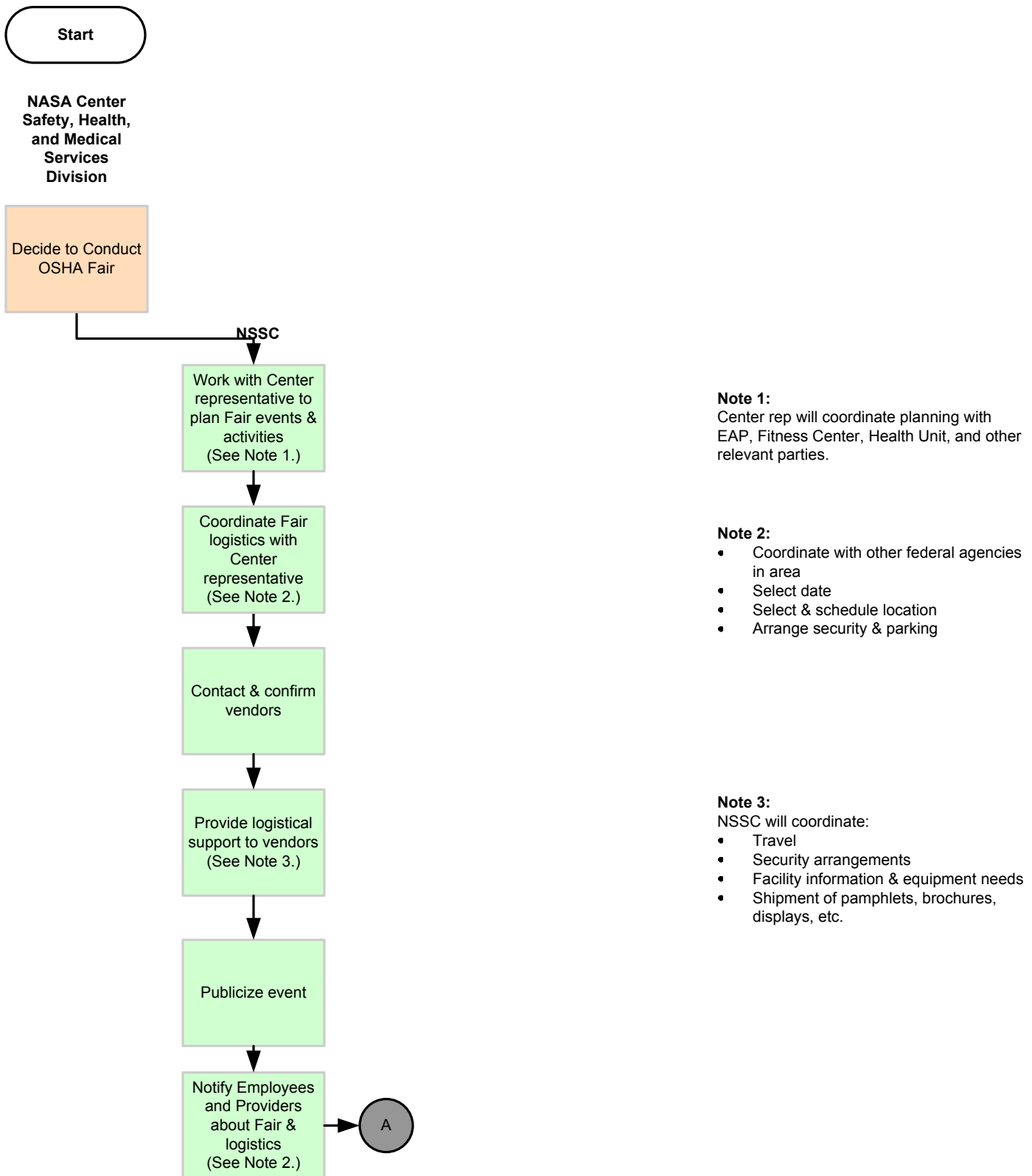
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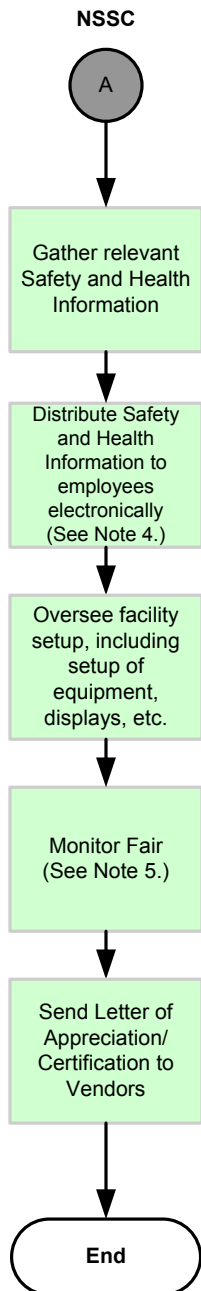
All participants involved must ensure protection of all data covered by the Privacy Act.

Appendix X

Organization of Health and Safety Fairs Process

29.2 Occupational Safety and Health Administration (OSHA) Fairs





Note 4:

- Brochures
- Necessary forms

Note 5:

- Coordinate logistics
- Answer questions
- Perform clean up